

**A RESOLUTION
BY CITY UTILITIES COMMITTEE**

06-R-1173

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AMENDMENT NO. 1 TO THE AGREEMENT WITH WATER MANAGEMENT SERVICES, FOR FC-6004007697, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, FOR AN AMOUNT NOT TO EXCEED ONE MILLION ONE HUNDRED FIFTY THOUSAND DOLLARS AND NO CENTS (\$1,150,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBER: 2J21 (WATER AND WASTEWATER RENEWAL AND EXTENSION) 574001 (FACILITIES OTHER THAN BUILDINGS) Q65J080394DA (WATER MAINS, VARIOUS LOCATIONS); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") did enter into an Agreement, FC-6004007697, Annual Contract for Testing and analysis of Large Water Meters, with Water Management Services ("WMS") on October 7, 2004; and

WHEREAS, the term of the agreement is for a period of one (1) year with two (2) one (1) year renewal options at the sole discretion of the City; and

WHEREAS, WMS has performed contracted services satisfactorily; and

WHEREAS, the Commissioner of the Department of Watershed Management desires to amend Agreement FC-6004007697, Annual Contract for Testing and analysis of Large Water Meters, to provide additional services and funding in an amount not to exceed One Million One Hundred Fifty Thousand Dollars and No Cents (\$1,150,000.00).

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor is authorized to execute on behalf of the City Amendment No. 1 to Agreement FC-6004007697, with WMS, in an amount not to exceed One Million One Hundred Fifty Thousand Dollars and No Cents (\$1,150,000.00).

BE IT FURTHER RESOLVED, that all contracted work will be charged to and paid for from Fund, Account and Center Number 2J21 (Water & Wastewater Renewal & Extension) 574001 (Facilities Other Than Buildings) Q65J080394DA (Water Mains, Various Locations).

BE IT FURTHER RESOLVED, that the City Attorney is directed to prepare an appropriate Amendment for execution by the Mayor.

BE IT FINALLY RESOLVED, that the Amendment will not become binding on the City and the City will incur no liability under it until it has been executed by the Mayor, attested to by the Municipal Clerk, approved by the City Attorney as to form and delivered to WMS.



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE SW, SUITE 5400
ATLANTA, GEORGIA 30303-0312
OFFICE (404) 330-6081
FAX (404) 658-7194

CITY OF ATLANTA
DEPT. OF PROCUREMENT
2006 MAY -2 PM 4:54

DEPARTMENT OF
WATERSHED MANAGEMENT
ROBERT J. HUNTER
COMMISSIONER

MEMORANDUM

TO: Adam L. Smith, Chief Procurement Officer, DOP
FROM: Robert J. Hunter, Commissioner, DWM *Robert J. Hunter*
DATE: May 1, 2006
RE: REQUEST FOR PROCESSING TRANSMITTAL FORM

The Department of Watershed Management is forwarding the following for processing:

Project:	ANNUAL CONTRACT FOR TESTING & ANALYSIS OF LARGE WATER METERS/ AMENDMENT AGREEMENT NO.#1	
FC #	6004007697	Terms: One (1) year with Two (2) one (1) year renewals
<input type="checkbox"/> Technical Specifications		<input type="checkbox"/> Project Statement
<input type="checkbox"/> Bid Estimate:		<input type="checkbox"/> Drawings
<input checked="" type="checkbox"/> Requisition:	Q65J-6007	
(FAC #)	2J21 574001165J080394DA / \$1,150,000.00	
(FAC #)		
<input type="checkbox"/> Adver. Requisition:		
(FAC #)		
<input type="checkbox"/> Other:		
<input checked="" type="checkbox"/> Project Manager & Phone No.	Sabrina D. Watts, (404) 330-6955	
<input checked="" type="checkbox"/> Bureau of Procurement Contact:	Cynthia P. Brinkley, (404) 330-6096	
<input type="checkbox"/> Special Instructions:		

For Bid/Proposal documents, after the Department of Procurement has reviewed said documents, Watershed understands that we can expect confirmation of this transmittal within two (2) working days. A project meeting will be scheduled and the project calendar set.

C: Sheila Pierce, Deputy Commissioner, DWM
Cathy Martin, Deputy Procurement Officer, DOP
Carl Hall, Contract Administrator, DOP
Sabrina D. Watts, Watershed Manager, DWM
Andy Ladd, Financial Analyst, DOP
Richard T. Parker, Deputy Commissioner, BODW,
Sylvia Glover, Watershed Manager, BODW
Lynn Portice, Contracting Officer, DOP
Cynthia P. Brinkley, Management Analyst, DWM



CITY OF ATLANTA
DEPT. OF PROCUREMENT

2006 MAY -2 PM 4:54

CITY OF ATLANTA

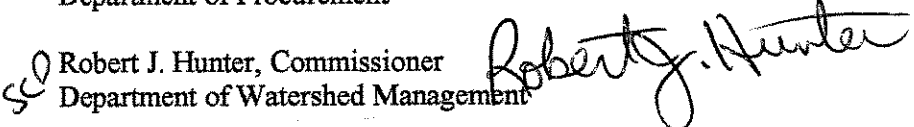
SHIRLEY FRANKLIN
MAYOR

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FAX (404) 658-7194

DEPARTMENT OF
WATERSHED MANAGEMENT
ROBERT J. HUNTER
COMMISSIONER

MEMORANDUM

TO: Adam L. Smith, Chief Procurement Officer,
Department of Procurement

FROM:  Robert J. Hunter, Commissioner
Department of Watershed Management

DATE: May 1, 2006

RE: Legislative Request / FC-6004007697, Annual Contract
for Testing and Analysis of Large Water Meters /Amendment Agreement No. #1
Contractor: Water Management Services Division(WMS) a Division of Thielsch
Engineering, Inc.

Please prepare the appropriate legislation for Cycle 10 for the above referenced contractor. We have attached a revised Scope of Work and a requisition to add additional funding for this project.

We anticipate services in an amount not to exceed **One Million One Hundred Fifty Thousand Dollars and No Cents (\$1,150,000.00)**. The cost shall be charged to **Fund, Account, and Center Number #2J21 574001 Q65J080394DA**.

Should you have any questions concerning this matter, please feel free to contact Mrs. Sabrina D. Watts, Watershed Manager, at (404) 330-6955.

Your assistance in this matter is requested and appreciated.

RJH/cpb

C: Sheila Pierce, DWM
Chris Hebbard, BODW
Cathy Martin, DOP
Carl Hall, DOP
Sabrina D. Watts, DWM
Sylvia Glover, BODW
Tracy Curry, DWM
Cynthia P. Brinkley, DWM

Q65J-6007

134

CENTER

1-May-06

(404) 330-6955

11

PS.

REQUISITION LINE

RQ1

019 - ALL FIELDS ARE CORRECT

NEXT FUNCTION: _____ ACTION: _____

04/29/2006 14:56:48

REQUEST: _____ SAVE SHOW PAGE NO: _____

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=====
BUY ENTITY          : CONT          REQUISITION NO.: Q65J6007
REQ. LINE NO.      : 0001          REQUESTER ID   : 587
BUYER ID           : CO            PRIORITY       : 1
CATALOG NO.        :              ITEM NO.          : 9118505
ITEM DESCRIPTION    : FC-769704,ANN CONT TEST & ANALYSIS OF LG MTR/AMND #1
QUANTITY REQUIRED SKU: 1            SKU             : EA
UNIT PRICE         : 1,150,000.00  PRICE TYPE      : -
REQUIRED DATE      : 04/29/2006    SHIP TO CODE    : -
GL EFFECTIVE DATE  : 04/29/2006
=====
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PREFERRED VENDOR/QUOTE

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PAY ENTITY : _____ VENDOR NO : _____ GROUP NUMBER : _____
OR SHORT NAME : _____
QUOTE NUMBER : _____ ITEM SEQ NO. : _____ QUOTE REQUIRED : N
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GL COMPANY : 2J21          GL ACCOUNT : 574001
GL CENTER  : Q65J080394DA  DISTRIB IND : 
PROJECT CO. :              PROJECT CODE : ACCOUNTING RULE: 01
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DSP DEFAULTS : X PASS : CONT TO RQ2 : LINE STATUS :
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PS.

REQUISITION HEADER

RQH

NEXT FUNCTION: _____ ACTION: _____
REQUEST: _____ SAVE SHOW PAGE NO: _____

04/29/2006 15:01:31

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      BUY ENTITY                : CONT
      REQUISITION NO.          : Q65J6007
      REQUESTER ID              : 587
      REQUISITION TOTAL        :          1,150,000.00
REQ TYPE: OT                   REQUISITION LINE TOTAL:          1,150,000.00
MISC      :OT                  DIFFERENCE              :              .00
COMPUTERS:PC                   BUYER ID                :
MOTORIZED:MT                   REQUISITION STATUS      : 0
      GL EFF DT/TRIP END DT    : 04/29/2006
      DATE ENTERED              : 04/29/2006
      DATE LAST UPDATED         : 04/29/2006
      SIGNATURE APPROVAL        : FIN
      UNRESOLVED LINES          : 0
      OPEN LINES                 : 1
      PARTIALLY CLOSED LINES    : 0
      CLOSED LINES              : 0
      TOTAL LINES               : 1
=====
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NOTES: _____

NEXT FUNCTION: _____ ACTION: _____

COMP / ACCT / CNTR ALTERNATE COMP / ACCT / CNTR
2J21 574001 Q65J080394DA 2J21 57**** Q65J080394DA

ACCT DESC: FAC. OTHER THAN BUILDINGS ORIG APPROPRIATION: 0.00
CNTR DESC: WATER MAINS, VARIOUS LOCATIONS LAST ACTIVITY: 04/28/2006

	2,100,000.00	(ALLOTMENT)		2,100,000.00	(ALLOTMENT)
-	875,000.00	(COMMITMENT)	-	875,000.00	(COMMITMENT)
-	0.00	(ENCUMBRANCE)	-	0.00	(ENCUMBRANCE)
-	0.00	(EXPENDITURE)	-	0.00	(EXPENDITURE)
	-----			-----	
=	1,225,000.00	(AVAIL BAL)	=	1,225,000.00	(AVAIL BAL)

OVEREXPEND				A		E		C G						
TOLERANCE				BDG	YTD	P	EST	N	L	R	ACTIVE		INACTIVE	
L	POST	AMT	PCT	GRP	LTD	P	REV	EXP	C	COMM	S	P	STAT	DATE
0	Y	9999	999		Y	Y	N	Y	Y	Y	5	7	0	

FC-7697-04 ANNUAL CONTRACT FOR TESTING AND ANALYSIS OF LARGE WATER METERS

PART 1 -- GENERAL

1.01 SUMMARY

- A. Scope: Work includes on-site surveys and testing and analysis of large water meters (three (3) inches in diameter and larger) throughout the City drinking water distribution system. The Contractor shall provide all labor, equipment, tools, and materials required in order to accomplish the Work at each work site. The site surveys shall be documented in writing and submitted to the City, including documentation of pre-test remedial repairs and a recommendation of the testing method that will be required for that meter. The testing and analysis shall be performed where requested as the City deems appropriate for each identified service location. Testing shall be documented in writing, and an analysis of the testing shall be performed and results report submitted to the City, including recommendations for repairs or replacement of each meter tested. There are approximately 2,913 large meters in the distribution system, all of which may be assigned for testing and analysis during the period of the contract.
- B. The City reserves the right to select more than one (1) Contractor in order to fulfill the requirements of the scope of work for this project.
- C. The duration of the contract for this project is one year. The City reserves the right to renew the contract for two additional one-year (1) periods following the expiration of the original contract.
- D. The City normally implements two (2) types of contracts regarding the maintenance of large water meters. One (1) contract (this bid document) consists of the "testing and analysis" of large water meters while the other contract will consist of the "repair and replacement" of large water meters. The same Contractor cannot hold both contracts at the same time. If a bidder bids one of these contracts, while under contract with or having been awarded the other, the second bid submittal will be disqualified.
- E. Meter Class: The meters to be tested and analyzed under this contract shall be classified as the following:
 - GROUP 1, SIZE 3" THROUGH 12"

1.02 REFERENCES

- A. STANDARDS – Testing and Analysis under this contract shall conform to (or exceed) the applicable specifications in the latest edition of the following standards. In the event of a conflict between the standards and the specifications, the specifications shall govern:
1. ANSI/AWWA C700 through C706
 2. AWWA MANUAL M6
- B. PUBLICATIONS – The latest edition of the publications listed below form a part of these specifications:
1. Atlanta Bureau of Drinking Water Design Criteria and Standard Manual;
 2. American Water Works Association (AWWA) applicable standards; and
 3. Federal and State Occupational Safety and Health Administration (OSHA).

1.03 QUALITY ASSURANCE

- A. QUALITY CONTROL - It shall be the Contractor's responsibility to ensure the quality control of the testing equipment utilized under this contract. Quality Control shall be in conformance with the following:
1. Testing equipment and test meters shall be documented as calibrated within six (6) months prior to conducting on-site testing after obtaining a Notice to Proceed for contracted work. If the test meters have not been calibrated within six (6) months of issuance of a Notice to Proceed, the test meter shall be calibrated prior to use at a calibration lab approved by the City.
 2. The City will enforce Quality Control via a system of random testing and inspecting water meters assigned for testing. Any discrepancies in test results shall be reported to the distribution manager of the Bureau of Drinking Water.
 3. Test and Inspection: It shall be the Contractor's responsibility to perform all tests required by this specification unless otherwise stated in the purchase order, data sheet, and/or contract. The Contractor will provide all test equipment. The City of Atlanta reserves the right to perform any of the test and inspection requirements where such tests and inspections are needed to further determine compliance with this specification.

1.04 SITE CONDITIONS

- A. Meter Testing shall not disturb existing site conditions without the City of Atlanta's knowledge and consent. In the event that surrounding area (including landscape, street, concrete, grass, sidewalk, driveway, curb, gutter, etc.) is disrupted without the consent of "the City", the replacement costs to restore the disrupted area will be the sole responsibility of the Contractor.
- B. The Contractor shall use a test discharge hose that is long enough to safely discharge to a storm drain inlet. No water should be discharged on the roads in path of traffic.
- C. No testing shall be performed when temperature is below 32 degrees Fahrenheit without approval of the City.
- D. Site Conditions vary from work site to work site, and the Work will include certain performances as incidental to the itemized requirements. The Contractor shall provide all material, labor, tools and equipment necessary to deal with the incidental performances in order to complete the Work of this contract. Though not exclusive, these performances may include the following items:
- Locating meters, valves and other appurtenances;
 - Traffic and pedestrian control;
 - Cleaning of meter vaults as required to complete the Work;
 - Removal of debris or water from meter vaults as required to complete the Work;
 - Connections to and disconnection from fire hydrants;
 - Proper disposal of test water;
 - Proper disposal of rubbish and debris
 - Proper Site Safety
- E. The City will make no separate payment or allowance for the performances, but the cost thereof shall be included in the unit price for the Work to be done under this contract. Furthermore, the City will make no payment until the Work is completed, and will make no separate payment(s) if the Contractor is required to visit a site more than one time.

PART 2 -- MINIMUM QUALIFICATIONS

2.01 GENERAL REQUIREMENTS

The Contractor shall furnish all material, labor, tools and equipment necessary to test the accuracy of the water mains, with the size and appropriate quantity as indicated in the Bid Schedule, including that necessary, for disposal of clean-out debris, test water, traffic control where directed.

2.02 EXPERIENCE

The bidder shall certify that the Company has tested water meters of a like nature, type and size of those being bid for a minimum of two (2) years. This includes compound, turbine, and fire service meters in the categories of AWWA C700 through C706. In lieu of the two-year requirements, the bidder may furnish the City of Atlanta with a comprehensive statement as to its experience, credibility, and expertise in testing said meters. The bidder shall furnish a list of water utility references that have utilized the bidder's testing services.

2.03 PERSONNEL

The bidder shall certify that personnel responsible for testing meters are properly trained and have experience using the appropriate test equipment. Each testing crew shall be supervised by personnel with a minimum of two (2) years experience in testing large water meters and a valid water distribution license issued by the State of Georgia. The bidder shall provide personnel with a comprehensive knowledge about, appreciation for, and accounting for the consequences of discharging large quantities of water at high flow rates. The trained personnel must be able to follow the techniques for performing the tests, selecting the appropriate test flow rates, determining the accuracy, and reaching conclusion to obtain valid test results. The Contractor shall remove any personnel from the project that the City's Project Manager determines do not meet the above criteria.

PART 3 -- EXECUTION

3.01 METHODS

- A. **SAFETY** - The Contractor is responsible for all costs associated with safety requirements in performing the duties associated with this contract. Meters are contained within vaults where OSHA Confined Space Safety requirements apply. Work performed in Georgia Department of Transportation (GADOT) right-of way shall comply with all GADOT site safety requirements.

B. SITE SURVEY

A Site Survey shall be performed to determine the testability and condition of each meter, vault, and appurtenances. Performance of a Site Survey will be required on all meters tested to determine if a meter can be tested in its present configuration; or if the site requires work to be performed to be made "Ready for Test." The Contractor will be provided with a Work Order assigning site survey to be performed. The Contractor shall conduct an interview with each service location contact representatives to gather site and usage information and to coordinate access to the site. The Contractor shall provide all material, labor, tools and equipment necessary to deal with the site survey performances in order to complete the Work of this contract. The Contractor will be required to submit a Site Survey Report with the Work Order. The Site Survey Report will verify and provide additional location and condition information for each site. Though not exclusive, this may include the following items:

- Locating meters, valves and other appurtenances;
- Identifying limited access to vault due to site restrictions;
- Identifying limitation to perform work due to the condition of vault;
- Identifying limitation to perform work due to limited access to inlet/outlet valve;
- Identifying pre-test meter, registers, valve condition, and valve operation;
- Identifying pre-test valve repair requirements;
- Cleaning of meter vaults as required to complete the Work;
- Removal of debris or water from meter vaults as required to complete the Work.

C. METER TESTS

1. As defined in AWWA Manual M6, testers may not be operated above 150 psi service pressure or other lower limits as recommended by the tester manufacturer. The tester must be physically secured at pressures above 80 psi. The Contractor shall lubricate the meter test plug after testing. Cut sheets for the lubricating material, as recommended by the meter manufacturer, shall be submitted to the City's Project Manager for approval before using.
2. In order to have a minimal damaging effect on the surrounding distribution system, Open and close all valves slowly to prevent severe water hammer.

3. The Contractor shall use a test discharge hose that is long enough to safely discharge to a storm drain inlet. Absolutely no water should be discharged on the roads in the path of traffic. No testing shall be performed when temperature is below 32 degrees Fahrenheit without approval of the City.
4. If a meter is located with one or more defective or improper meter registers, the register shall be replaced with a temporary test register in order to accomplish the testing. Upon completion of the test, the defective or improper register(s) shall be placed back on the meter. The register deficiencies shall be specifically documented in the corresponding test report.
5. If a meter does not have a test ports to allow testing in place, the Contractor shall either install test ports or temporarily remove the meter for off-site or bench testing, as directed on the work order.
6. If connections to fire hydrants are required for off-site meter testing, the Contractor shall provide any equipment or materials, including hoses, fire hydrant meters and/or backflow devices, necessary to make the connections and shall perform any disinfection required. The City Project Manager must be notified prior to all off-site meter testing. City inspection personnel shall be present for the connections to fire hydrants.
7. **TEST CREW** - The crew shall consist of a minimum of two (2) people with one being a fully qualified technician for large water meter testing. These qualified technicians shall be experienced and field trained in all major phases of water meter testing. The test crew shall be capable of testing all major brands of large water meters, (i.e., Hersey, Neptune, Sensus (formerly Rockwell/Invensys), Badger, etc.).
8. **TEST RATES** – Conduct large meter test for seven (7) different test rates. Test flow rates and volume shall be per latest revision of AWWA Manual M-6, and the applicable AWWA Standards C700 through C706. The following four (4) test points must be covered, with the remainder of the seven (7) interspersed to cover the full, continuous operating range. In order to evaluate compliance with meter accuracy standards as defined in the applicable specifications and standards, large water meter tests should be conducted for at least four different test rates as follows:
 - A maximum test flow of 25 % or more of the meter rated capacity;
 - An intermediate test flow rate of approximately 10% of the meter rated capacity (high point of maximum registration);
 - A minimum flow rate of 0.5 gpm for 3" meters, 0.75 gpm for 4" meters, 1.5 gpm for 6" meters and 2.0 gpm for 8" through 12" meters;

- A test at the changeover point (during valve operation);
 - For accuracy of registration determination during the changeover from bypass meter to main meter, the difference in the flow rate at the beginning and the end of the changeover shall not exceed 23 gpm for a 3" meter; 28 gpm for a 4" meter; 32 gpm for a 6" meter; and 50 gpm for a 8" meter.
9. **ACCURACY** - To be deemed accurate, all meters must meet accuracy standards as stated in the applicable AWWA Standards.
- The Contractor's test report will identify the applicable AWWA Standard and the required test data to confirm that the meter was tested at the four compliance points, plus the additional intermediate points. This information shall be documented for each meter tested.
10. **ANALYSIS**: After the meters have been tested, the results will be analyzed to determine if:
- The meter is accurate (nothing more to be done);
 - The meter is inaccurate and needs to be calibrated (i.e. – minor repair and an estimate of what that repair might be);
 - The meter is inaccurate and needs major repair (an estimate of what that repair might be); or
 - The meter is inaccurate and cannot be repaired (must be replaced).
11. **SECURITY** - Any security measures on the register such as tamper-proof seal pins, seal wires, etc., that are removed or otherwise compromised during testing shall be replaced upon completion of testing. Security seals shall be approved by the City's Project Manager.
12. **LOCKING BYPASS VALVE** – Upon completion of testing, the Contractor shall ensure that the bypass valve is fully closed; and shall lock the bypass using bypass locks as provided by the City. Contractor shall not be required to lock bypass if the City has not provided material.

3.02 Equipment

A. TEST EQUIPMENT – GROUP I – SIZE 3" THROUGH 12" METERS

Test equipment shall include all tools and equipment needed to do the Work. Test equipment shall include, but not be limited to:

- One (1) large portable test unit capable of measuring flows from ½ gpm to full capacity of meter being tested. The tester should include at least two (2) meters of varying capacity;
 - A pressure gauge to check both the line pressure and the residual pressure at the tester;
 - A valve located downstream of each meter to control the flow rate for the various tests;
 - Flexible hoses to connect the test equipment to the meter being tested. The hoses must be in good condition and positioned as straight as possible between the two (2) meters;
 - A pump to empty meter pits that may be found filled with surface water;
 - A generator to provide lights if night work is required.
- B. Test equipment must contain certain basic elements to properly test compound meters. The tester should include at least two (2) meters of varying capacities. A pressure gauge is required to check both the line pressure and the residual pressure at the tester. The master meters used on the testers must be capped, protected and handled with care when not in use.
- C. The Contractor shall be responsible for notifying the customer regarding each water meter being tested a minimum of seventy-two (72) hours notice in advance as needed to minimize any disruption of service of the testing and shall coordinate with the customers' business/premises. The bypass valve may be opened for this purpose.

3.03 WORK FLOW

- A. The individual sites where the Work is to be accomplished will be conveyed to the Contractor via a City of Atlanta Work Order. The City may deliver the Work Order via electronic format to the Contractor.
- B. Assignments/work orders for the Work will be made in groups of meters as determined by the City's Project Manager. The address of each meter location will be provided to the Contractor.
- C. The Contractor will be required to complete a minimum of fifty (50) site surveys per month; if so directed by the City, beginning thirty (30) days after receipt of the site survey work orders.

- D. Separate work orders will be issued for the site survey and for testing. Each individual work order shall be considered complete upon return of the original signed work order, plus one copy of the work order, along with two (2) copies of the corresponding site survey or testing reports. Work orders shall provide general field test completion comments.
- E. Any work reassigned to the Contractor by the City to correct inaccurate test results because of defective test equipment or improper operation by testing personnel shall be completed at the Contractor's own expense and report to the City's Project Manager within three (3) working days upon receipt of the notice for such work. The City reserves the right to employ additional personnel, contractors, etc., as deemed necessary to obtain accurate test results, should the contractors fail to correct defective equipment or operation within three (3) working days of receipt of the notice of such work. Actual cost of obtaining test results by other Contractors at the City's directive will be charged to the Contractor on the following monthly payment request.
- F. Time is of the essence regarding performance of the Work required by this Agreement.
 - 1. The allowable time frame for completing the Work required for a site survey at a single meter location is **thirty (30)** calendar days from the issuance date of the work order. Any work not completed within the **thirty (30)** calendar days shall be considered late. Failure to complete the work within the required time may prevent the Contractor from being assigned any additional work until all work is completed.
 - 2. The allowable time frame for completing the Work required for a meter test at a single meter location is **thirty (30)** calendar days from the issuance date of the work order. Any work not completed within the **thirty (30)** calendar days shall be considered late. Failure to complete the work within the required time may prevent the Contractor from being assigned any additional work until all work is completed.

3.04 DOCUMENTATION

- A. **WORK ORDER FORM:** The Contractor shall return **two (2)** copies of the work order form and required reports, as described herein. The original work order form provided to the Contractor must be completed, signed and returned to the City, along with the required report. The completed work order shall contain a summary of work performed in the Completion Comments section and reference to other attached reports. **One (1)** additional copy of the completed work order form and required report shall also be returned to the City. If the work order form is not completed and returned, the work will be deemed incomplete and will not be considered for payment.

B. TESTING DATA:

1. It shall be the responsibility of the Contractor to properly and correctly record locations of the service tap denoting the location from the nearest intersection or other approved permanent references for which testing occurred. The Contractor shall record the tap number and meter number on the work order and verify the location against the work order.
2. The Contractor is responsible for recording test flow rate data, measured register readings during testing and other required test parameters, such as water temperature and pressure.

C. REQUIRED REPORTS

1. Site Survey Report: Upon completion of a site survey, a report shall be prepared to document the findings. The Contractor shall submit this information to the City in a standardized format as approved by the City, on a minimum basis of once (1) per week, and it will be required in order to close out each assignment and receive payment. Each site survey report shall include the following information, as a minimum:
 - Service Location Information
 - Customer Name
 - Customer Address
 - Type of Business
 - Account Number
 - Contact Person, Title, and Phone
 - Usage Information
 - Locating meters, valves, and other appurtenances
 - GPS coordinate of meter
 - Identify limited access to vault due to site restrictions
 - Identify vault specifications and conditions.
 - Obstructions
 - Material of Construction
 - Vault Measurements
 - Condition
 - Modification Requirements
 - Description of Debris
 - Identify vault lid entrance specifications and conditions.
 - Lid Type
 - Material of Construction
 - Lid Measurements

- Lid Condition
- Identify meter specifications and conditions.
 - Size
 - Type
 - Manufacturer
 - Manufacturer Serial #
 - City of Atlanta Tap Number (inside register lid, should match Service Location number)
 - Meter Register Readings (Low, High, Fire)
 - Test Port
 - Measurements (Meter, Strainer, V to V)
- Provide valve data and condition information.
 - Inlet/Outlet Valve Size and Type
 - Valve Location
 - Valve Condition
 - Repair/Replace Recommendation
- Provide pipe data and condition information.
 - Inlet/Outlet Pipe Size and Type
 - Valve Location
- Traffic Control Requirements
 - DOT Right-of-Way
 - Roadway Access Issues
- Backflow information
- Drawing/Schematic of Existing Setting
- Drawing/Schematic of NEW Setting
- Supplies Needed for Repair or Replacement
- Picture Documentation/with Date Stamp (to be provided to the City on CD Rom)
- Recommendations
 - Repairs, Replacement
 - Clean out, debris removal
- Testing Method

2. Meter Test Report: The Test Report for each meter shall include a section defining the opinion of the Tester, the necessary repair work to be accomplished for the meter to meet accuracy standards required. By way of example, this would include identifying if the accuracy loss was due to long term erosion and therefore, should be replaced, or identifying that installation was damaged, resulting in loss of measurement, or entrained air or material deposits. This observation is not intended to require the tester to dismantle the meter for the inspection, but to provide opinion of implication of data collected.

Upon completion of a meter test, a report shall be prepared to document the findings. The Contractor shall submit this information to the City in a standardized format as approved by the City and it will be required in order to close out each assignment and receive payment. Each meter test report shall include the following information, as a minimum:

- a. Notation if On-site testing or Off-Site testing
- b. Test port size and type
- c. Static and residual pressure
- d. Total length of fire hose used
- e. Before and after subject meter readings
- f. For each testing flow rate:
 - Test volume
 - Test meter flow rate
 - Subject meter measured flow rate
 - Test meter accuracy
 - Subject meter accuracy
 - Required Accuracy
 - Applicable AWWA Standard
- g. Performance Analysis

D. EQUIPMENT CERTIFICATION: The Contractor shall provide documentation that all test equipment is calibrated per AWWA standards. Contractor shall provide documentation that all test equipment is calibrated per AWWA standards upon commencement of the contract and every six (6) months during contract period. An independent calibration lab approved by the City shall be utilized.

E. COMPILATION REPORT: The Contractor shall maintain a compilation report for presentation to the City with each invoice submittal and at the end of each contract period, listing the results from all of the preliminary reports submitted, including all of the meters tested and the recommendations from the analyses of the meters.

PART 4 -- MEASUREMENT AND PAYMENT

4.01 SCOPE

- A. The scope of this section defines each bid item in the Bid Schedule. Payment will be made based on the specified items included in the description for each bid item.
- B. Contract unit prices included in the Bid Schedule will be full compensation for the Work. Unit prices shall include all labor, materials, tools, equipment, overhead and incidental costs hereto for Work performed under this contract. Payment will be made for services performed based on actual quantities of each item completed, utilizing a unit price basis, and will be determined upon completion of the Work in the manner set up for each item in this section of the specifications.
- C. Payment for items listed in the Bid Schedule will constitute full compensation for the Work.
- D. Alternative payment options, which include sharing of future revenues related to testing and analysis of large water meters, will not be considered.

4.02 BID SCHEDULE

- A. **SITE SURVEY** - This unit price shall include all labor, materials, tools, transportation, incidental costs, and equipment (including safety equipment), for conducting the site survey at a meter location for the meter size as listed on the bid form. It also includes all work associated with documenting the findings, digital photography, and writing reports. Work includes cost of notifying and coordinating with customers. Overhead, profit and cost of mobilization, bonding and insurance shall be included in the unit price cost.
- B. **ON-SITE TESTING AND ANALYSIS** - This unit price shall include all labor, materials, tools, transportation, incidental costs, and equipment (including safety equipment), for the on-site testing and analysis of a meter of the size as listed on the bid form. The unit price includes material cost for a test riser and valve left-in-place at the completion of the test. It also includes all work associated with documenting the test results, digital photography performing an analysis and recommendation of each meter, and writing reports. Work includes cost of notifying and coordinating with customers, testing bypass meters, installing test register to replace damaged registers, testing at flow rates per the specifications, and disposing of any discharged water. Overhead, profit and cost of mobilization, bonding and insurance shall be included in the unit price cost.

- C. OFF-SITE TESTING AND ANALYSIS - This unit price shall include all labor, materials, tools, transportation, incidental costs, and equipment, (including safety equipment), for off-site testing and analysis of a meter of the size as listed on the bid form. It also includes all work associated with documenting the test results, digital photography performing an analysis and recommendation of each meter, and writing reports. Work includes cost of notifying and coordinating with customers, testing bypass meters, testing at flow rates per the specifications, and disposing of any discharged water. Overhead, profit and cost of mobilization, bonding and insurance shall be included in the unit price cost.
- D. INSTALLATION OF TEST PORT/NIPPLE - This unit price shall include all labor, materials, tools, transportation, incidental costs, and equipment, (including safety equipment), for installation of a test port on a meter of the size listed on the bid form. Overhead, profit and cost of mobilization, bonding and insurance shall be included in the unit price cost.
- E. CONTINGENCY - An owner's controlled contingency is assigned to this project to address unforeseen conditions not covered in the specifications. Any unused portions will remain with the City.

PART 5 -- CONTRACT DOCUMENTATION

5.01 BID SCHEDULE REQUIREMENT

Bid schedule shall be completed, with unit prices as defined in PART 4.

5.02 OTHER REQUIRED SUBMITTALS

- A. The City may request any or all of the following information at any time prior to contract renewal or following Notice to Proceed. Upon the City's request, the requested information or procedure shall be submitted to the City's Project Manager for review within ten (10) working days. The City will then review the information to assure compliance with the Contract requirements, and may require the Contractor to amend or modify the information based on that review. Though not exclusive, the following information may be requested by the City:
 - 1. Contractor's proposed Site Survey Procedure/Method Statement: The Contractor may be required to submit to the Project Manager Testing Procedures for each type of meter. A Test Report template shall be included in the Method Statement.
 - 2. Contractor's proposed On-Site Testing Procedure/Method Statement: The Contractor may be required to submit to the Project Manager Testing Procedures for each type of meter. A Test Report template shall be included in the Method Statement.

3. Contractor's proposed Off-Site Testing Procedure/Method Statement.
4. Contractor's proposed Procedure/Method Statement for Installing Test Ports.
5. Equipment certification for Contractor's testing equipment.
6. Contractor Testing Experience: The Bidder shall provide, with the bid submittal, a list of references to indicate that the Company has a minimum of two (2) years experience in testing and analyzing large water meters.
7. Personnel Testing Experience: Each testing crew shall be supervised by personnel with a minimum of two (2) years experience in testing large water meters and shall hold a valid water distribution license issued by the State of Georgia. The Bidder shall provide, with the bid submittal, the names of personnel who meet the above criteria and would be assigned to this project.



CITY OF ATLANTA
DEPT. OF PROCUREMENT

2006 MAY -2 PM 4:54

CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE SW, SUITE 5400
ATLANTA, GEORGIA 30303-0312
OFFICE (404) 330-6081
FAX (404) 658-7194

DEPARTMENT OF
WATERSHED MANAGEMENT
ROBERT J. HUNTER
COMMISSIONER

MEMORANDUM

TO: Adam L. Smith, Chief Procurement Officer,
Department of Procurement

FROM: *Robert J. Hunter*
Robert J. Hunter, Commissioner
Department of Watershed Management

DATE: May 1, 2006

RE: Legislative Request / FC-6004007697, Annual Contract
for Testing and Analysis of Large Water Meters /Amendment Agreement No. #1
Contractor: Water Management Services Division(WMS) a Division of Thielsch
Engineering, Inc.

Please prepare the appropriate legislation for Cycle 10 for the above referenced contractor. We have attached a revised Scope of Work and a requisition to add additional funding for this project.

We anticipate services in an amount not to exceed One Million One Hundred Fifty Thousand Dollars and No Cents (\$1,150,000.00). The cost shall be charged to Fund, Account, and Center Number #2J21 574001 Q65J080394DA.

Should you have any questions concerning this matter, please feel free to contact Mrs. Sabrina D. Watts, Watershed Manager, at (404) 330-6955.

Your assistance in this matter is requested and appreciated.

RJH/cpb

C: Sheila Pierce, DWM
Chris Hebbard, BODW
Cathy Martin, DOP
Carl Hall, DOP
Sabrina D. Watts, DWM
Sylvia Glover, BODW
Tracy Curry, DWM
Cynthia P. Brinkley, DWM

City of Atlanta Department of Procurement

Q65J-6007

134

Q65J08039999

CENTER

1-May-06

[illegible]

Q3642

DRINKING WATER

5/1/06

(404) 330-6955

51-06

Approve Disapprove

DATE _____

DOP003-04



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

OFFICE OF CONTRACT COMPLIANCE
55 TRINITY AVENUE SW, SUITE 1700
ATLANTA, GEORGIA 30303
OFFICE (404) 330-6010
FAX (404) 658-7359

MEMORANDUM

TO: Adam L. Smith, Chief Procurement Officer
Department of Procurement

FROM: Hubert Owens, Acting Director
Mayor's Office of Contract Compliance

DATE: July 23, 2004

RE: Recommendation for FC-7697-04, Annual Contract for Testing and
Analysis of Large Water Meters

The Office of Contract Compliance has reviewed the bids submitted by two bidders. Both bidders are eligible under Section 2-1449(a)(2)(C) and have been deemed responsive by the Office of Contract Compliance. For your information, both bidders have committed to utilizing AABEs as indicated below:

<u>Edgar Roberts Contracting, Inc.</u>		
Houston's Son's & Associates	AABE	15%
Strickland & Son	AABE	15%
Participation Total		30%

<u>WMS-Water Management Services, Inc.</u>		
EGM, Inc.	AABE	30%
Participation Total		30%

If you have questions, please contact me or Bruce Bell at (404) 330-6009.

cc: Anthony Stanley



CITY OF ATLANTA
DEPT. OF PROCUREMENT
2006 MAY -2 PM 4:51

CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE SW, SUITE 5400
ATLANTA, GEORGIA 30303-0312
OFFICE (404) 330-6081
FAX (404) 658-7194

DEPARTMENT OF
WATERSHED MANAGEMENT
ROBERT J. HUNTER
COMMISSIONER

MEMORANDUM

TO: Adam L. Smith, Chief Procurement Officer, DOP
FROM: Robert J. Hunter, Commissioner, DWM *Robert J. Hunter*
DATE: May 1, 2006
RE: REQUEST FOR PROCESSING TRANSMITTAL FORM

The Department of Watershed Management is forwarding the following for processing:

Project:	ANNUAL CONTRACT FOR TESTING & ANALYSIS OF LARGE WATER METERS/ AMENDMENT AGREEMENT NO.#1	
FC #	<u>6004007697</u>	Terms: One (1) year with Two (2) one (1) year renewals
<input type="checkbox"/> Technical Specifications		<input type="checkbox"/> Project Statement
<input type="checkbox"/> Bid Estimate:		<input type="checkbox"/> Drawings
<input checked="" type="checkbox"/> Requisition:	<u>Q65J-6007</u>	
(FAC #)	<u>2J21 574001165J080394DA / \$1,150,000.00</u>	
(FAC #)		
<input type="checkbox"/> Adver. Requisition:		
(FAC #)		
<input type="checkbox"/> Other:		
<input checked="" type="checkbox"/> Project Manager & Phone No.	<u>Sabrina D. Watts, (404) 330-6955</u>	
<input checked="" type="checkbox"/> Bureau of Procurement Contact:	<u>Cynthia P. Brinkley, (404) 330-6096</u>	
<input type="checkbox"/> Special Instructions:		

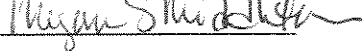
For Bid/Proposal documents, after the Department of Procurement has reviewed said documents, Watershed understands that we can expect confirmation of this transmittal within **two (2)** working days. A project meeting will be scheduled and the project calendar set.

C: Sheila Pierce, Deputy Commissioner, DWM
Cathy Martin, Deputy Procurement Officer, DOP
Carl Hall, Contract Administrator, DOP
Sabrina D. Watts, Watershed Manager, DWM
Andy Ladd, Financial Analyst, DOF
Richard T. Parker, Deputy Commissioner, BODW,
Sylvia Glover, Watershed Manager, BODW
Lynn Portee, Contracting Officer, DOP
Cynthia P. Brinkley, Management Analyst, DWM

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: GREG PRIDGEON

Legislative Counsel (Signature): Megan S. Middleton 

Contact Number: 6207

Originating Department: Department of Watershed Management

Committee(s) of Purview: City Utilities

Council Deadline: May 15, 2006

Committee Meeting Date(s): May 30, 2006 Full Council Date: June 5, 2006

Commissioner Signature Robert J. Hunter ^{SCP} 


CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AMENDMENT NO. 1 TO THE AGREEMENT WITH WATER MANAGEMENT SERVICES, FOR FC-6004007697, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT, FOR AN AMOUNT NOT TO EXCEED ONE MILLION ONE HUNDRED FIFTY THOUSAND DOLLARS AND NO CENTS (\$1,150,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, ACCOUNT AND CENTER NUMBERS: 2J21 (WATER AND WASTEWATER RENEWAL AND EXTENSION) 574001 (FACILITIES OTHER THAN BUILDINGS) Q65J080394DA (WATER MAINS, VARIOUS LOCATIONS); AND FOR OTHER PURPOSES.

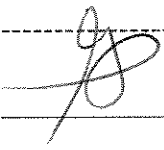
FINANCIAL IMPACT (if any) \$1,150,000.00

Mayor's Staff Only

Received by Mayor's Office:

5/22/06 
(date)

Reviewed by:



Submitted to Council:

5/22/06
(date)